

EDUCATION

ITM UNIVERSITY GWALIOR

Bachelor of Business Administration; CGPA: 5.68

Gwalior, India

July 2022 - July 2025

Gwalior, India

VIDYA BHAVAN PUBLIC SCHOOL

Higher Secondary- COMM.+MATHS; Percentage:67

June 2020 - June 2021

VIDYA BHAVAN PUBLIC SCHOOL

Secondary School; Percentage:70

Gwalior, India

June 2018 - June 2019

SKILLS

- **Microsoft Excel:** Advanced skills in Microsoft Excel, including basic functions and intermediate skills in PivotTables, data analysis, and chart creation.
- **Communication:** Strong written and verbal communication, with the ability to explain financial concepts clearly.
- **Problem-solving:** Analytical thinking and creativity to resolve issues and optimize business strategies.
- **Time Management:** Ability to prioritize tasks, meet deadlines, and work efficiently in fast-paced environments.
- **Teamwork:** Ability to collaborate with peers and senior professionals in team-based environments.
- **Attention to Detail:** Exceptional ability to focus on the finer details of financial data to ensure accuracy and precision.

WORK EXPERIENCE

LEARNING ROUTES PVT. LTD.

(DELHI) MAY 2025 – OCT 2025

- Promoted and sold higher education programs (e.g., executive MBAs, online certifications) offered in collaboration with top universities.
- Counseled working professionals and students on suitable career development programs based on their experience and goals.
- Managed end-to-end sales cycle – from Prospect generation to closure.
- Maintained CRM systems (e.g., Leadsquared, Salesforce) to track and manage pipeline activities
- Handled outbound and inbound calls to convert prospects into enrolments.
- Coordinated with the academic team to ensure smooth on boarding of enrolled students.
- Consistently met and exceeded monthly and quarterly sales targets.

FINCART: FINANCIAL PLANNERS

(NOIDA) June 2024 – Aug 2024

- **Client Relationship Management:** Assisted in managing relationships with business clients by providing support and addressing inquiries, contributing to increase in client satisfaction scores.
- **Market Research:** Conducted comprehensive research on industry trends and competitor offerings, producing reports that informed strategic decisions and supported the development of targeted marketing campaigns.
- **Data Analysis:** Analyzed financial data and client feedback to identify key areas for improvement, supporting the optimization of service delivery and operational efficiency.
- **Sales Support:** Supported the sales team in preparing presentations and proposals, which aided in securing new business partnerships and contracts.
- **Administrative Assistance:** Assisted with administrative tasks, including scheduling meetings, managing documentation, and organizing client information, ensuring smooth day-to-day operations.
- **Tax planning:** As a Tax Intern at FINCART assisting with tax planning, preparing returns, conducting research on tax-saving strategies, and supporting the team in client financial analysis and tax compliance.

PROJECTS

Market Research Report

- **Objective:** Conduct market research to analyze consumer behavior or industry trends.
- **Skills Developed:** Market analysis, data collection, report writing.
- **Description:** Conducted primary and secondary market research to understand consumer preferences and behavior of FMCG products and Analyzed data

Customer Satisfaction Survey & Analysis

- **Objective:** Design and analyze a customer satisfaction survey for a service or product.
- **Skills Developed:** Survey design, data analysis, customer relationship management.
- **Description:** Created and distributed a customer satisfaction survey. Collected and analyzed responses, identifying areas for improvement in service delivery and customer experience.

CERTIFICATES / COURSES

- **Certification of Appreciation: FINCART**
- **Certification of Attending the 4th International Conference of Transforming Business Practices in Changing Global Economy: ITMU**
- **MS EXCEL Basic to Advance: UDEMY**